Space, Missile, Command and Control

MODULAR CONTROL SYSTEM—TRAINING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements policy guidance in AFPD 13-1, Theater Air Control System. OCRs for this publication are Headquarters (HQ) Pacific Air Forces (PACAF)/DOY, HQ US Air Forces Europe (USAFE)/DOY, HQ Air Education and Training Command (AETC)/DOF, and Air Combat Command (ACC)/DOL (Air National Guard [ANG]). This document provides the criteria and procedures to conduct the operations training program for all Modular Control System (MCS) elements of the theater and mission support ground environment units. MCS includes the following elements: Duty positions at the Control and Reporting Center (CRC) and the Control and Reporting Element (CRE). This instruction also applies to ground environment radar units without a combat mission, including training support units, 24th Air Support Operations Squadron (ASOS), 53rd Wing, 57th Operations Group (OG), 99th and 299th Range Squadrons, 414th Combat Training Squadron, 422nd Test and Evaluation Squadron, and 475th Weapons Evaluation Group. In addition, this instruction applies to all AETC ground-training systems to include the MCS, Primary Simulation Trainer (PST), AWACS Modeling and Simulation (AMS), and Region/Sector Air Operations Center (R/SAOC) equipment. Training requirements outlined in this instruction also apply to Numbered Air Force (NAF)/OG personnel. Throughout this instruction Air Force Specialty Code (AFSC) 13B refers to Air Battle Managers (ABMs) and AFSC 1C5X1D and 1A4XD (AETC only) refers to Weapons Directors (WDs). For AETC only: All guidance found in this instruction applies to 1C5XX personnel performing the duties of Weapons Technician (WT). References to forms within this instruction also equate to electronic products when authorized. Major Commands (MAJCOMs) are to forward proposed MAJCOM-level supplements to this volume to HQ USAF/XOCE, through HQ ACC/XOY, for approval prior to publication in accordance with (IAW) Air Force Policy Directive 13-1. Copies of MAJCOM-level supplements, after approved and published, will be provided by the issuing MAJCOM to HQ USAF/XOCE, HQ ACC/XOY, and the user MAJCOM and National Guard Bureau offices of primary responsibility. Field units below MAJCOM level will forward copies of their supplements to this publication to their parent MAJCOM office of primary responsibility for post

publication review. Send comments and suggested improvements to this publication on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ ACC/XOY, 205 Dodd Blvd, Suite 101, Langley AFB VA 23665-2789. This instruction prescribes and directs the use of AF Forms 4141 and 4142. It references and adopts AF Form 4143 for use. This instruction is affected by the Paperwork Reduction Act of 1974 as Amended in 1996.

Records Management. Maintain and dispose of all records created by prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule.*

This publication is affected by the Privacy Act of 1974. The personal information to be collected and maintained is covered by Privacy Act System Number F036 AF PC C, Military Personnel Record System. The authority for maintenance of the system is 10 USC 8013.

(AETC) AFI 13-1MCS, Volume 1, 30 December 2002, is supplemented as follows:

(AETC) This supplement establishes the HQ AETC/DO Battle Management Training Program, which supports AETC objectives. It contains guidance unique to AETC, and guidance on items not covered by the basic instruction. It applies to all personnel, commanders, operations supervisors, and instructors performing air battle manager (ABM), air weapons officer (AWO), weapons director (WD), weapons technician (WT), or weapons simulation technician (WST) duties at AETC units. Each unit will coordinate its supplement with HQ AETC/DOFV before publication and forward one copy to HQ AETC/DOFV after publication. Once listed in the ANG Master Catalog, this supplement applies to the Air National Guard units gained to AETC. Each ANG unit will coordinate its supplement with ANG/C4I and ANG/DOT before publication and forward one copy to HQ AETC/DOFV, 19 AF/DOK, and ANG/DO after publication.

(AETC) This supplement does not apply to Air Force Reserve Command (AFRC) units. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule.* Submit suggested improvements to this supplement on AF Form 847, **Recommendation for Change of Publication,** through stan/eval channels, to HQ AETC/ DOFV, 1 F Street, Suite 2, Randolph AFB TX 78150-4325.

(AETC) Request waivers to this supplement through stan/eval channels to HQ AETC/DOF or ANG/DO (as appropriate). The operations group (OG) commander of the unit that generated the supplement will handle waivers to supplemental guidance.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2002-1. This interim change (IC), 2002-1, clarifies the intent of the IQT and MQT training programs; instructs units to submit waiver requests in memorandum format; modifies the requirement to multi-qualify all Operations personnel; provides guidance for regression of individuals to Non Combat Mission Ready (NCMR) status and downgrading of individuals to unqualified (UQ). In addition, the IC provides guidance to accomplish remedial training and re-evaluations. A "|" indicates revised material since the last edition.

Approval authority is: F. Dr. James Roche, Secretary of the Air Force

(AETC) This document is substantially revised and must be completely reviewed.

(AETC) It defines AWO requirements (paragraph **1.2.1.6.2.**); adds 1A4X1D and GS medical requirements if controlling live missions (paragraph **1.2.2.4.**); details NAF requirements for training reports (paragraph **1.3.3.5.**); defines OTO qualifications (paragraph **1.3.4.2.**); defines unit responsibilities for training reports (paragraph **1.3.4.7. (Added)**); defines new operations personnel training schedules (paragraph **2.2.**); adds a NOTE concerning instructor downgrades (paragraph **2.4.4.**); details remedial training and re-evaluation timelines (paragraph **2.4.4.2.**); adds CRM continuation training requirements (paragraph 2.4.4.7); details instructor requirements (paragraph **2.5.1.**); mandates timing of instructor positional and academic evaluations (paragraph **3.7.1.9.**); defines training objectives and knowledge for academic subject areas (paragraph **4.2.8.**); discusses COMM JAM requirements (paragraphs 4.5.1.1 and **4.5.1.2.**); and AETC TR requirements are discussed in **Table 4.1.** and **Table 4.2. (AETC)**.

Chapter 1

POLICY AND CONCEPTS

1.1. Introduction. The purpose of this instruction is to provide the basic guidelines that units use to train Operations personnel. The objective is to set operations training policy, management criteria, and administrative practices, to achieve and maintain Combat Mission Ready/Basic Mission Capable (CMR/BMC) status. Objectives for Major Command (MAJCOM)/unit unique positions that do not require CMR/BMC status are found in MAJCOM supplements or unit chapters.

1.2. Training Concepts, Policies, and Requirements.

1.2.1. Training Concepts. MAJCOMs design unit training programs and ensure units implement them to achieve the highest degree of combat mission capability possible with available resources. Units schedule all training to attain and maintain continuity and will tailor training requirements to meet individual proficiency and experience. Training requirements (TRs) are expressed in terms of missions, hours and events.

1.2.1.1. Training consists of academic and positional training in both live and simulated environments.

1.2.1.2. The training program is divided into three phases: Initial Qualification Training (IQT), Mission Qualification Training (MQT), and Continuation Training (CT). IQT is intended to provide a general overview of the unit, mission, local environment and the necessary training to attain Basic Qualified (BQ).   MQT is theater qualification training necessary to attain CMR. CT consists of training to maintain or increase CMR/BMC proficiency. A qualification status is given to each individual upon the successful completion of IQT and/or MQT. These statuses consist of BQ, BMC, and CMR.

1.2.1.2.1. IQT/MQT Program. MAJCOMs provide IQT and MQT training materials/guidance.

1.2.1.2.1.1. IQT prepares the individual to fill a duty position for which he/she is being trained. OTOs ensure trainees meet the minimum requirements outlined in MAJCOM IQT syllabi. OTOs develop local training materials as indicated in the syllabi. OTOs may develop other training materials to augment MAJCOM-provided IQT training materials as required.

1.2.1.2.1.1.1. Approved MAJCOM syllabi lay out the complete requirements of IQT for each duty position. OTOs may use proficiency advancement as outlined in the syllabi to advance personnel through the blocks of training. (AETC excluded).

1.2.1.2.1.2. MQT prepares the individual to fill a MCS duty position in a specific theater. OTOs ensure trainees meet the minimum training requirements for MQT IAW paragraph **2.3.1.** As necessary, OTOs develop training materials to augment MAJCOM-provided training.

1.2.1.3. MAJCOMs determine the amount of training necessary for CMR individuals to perform the unit's primary Designed Operational Capability (DOC) statement or training mission (AETC only).

1.2.1.4. The commander (CC) ensures operations personnel are trained to the maximum level of proficiency to meet DOC statement/training mission requirements.

1.2.1.5. Unit commander may multi-qualify personnel who demonstrate the knowledge and proficiency skills required to maintain multiple MCS duty positions.

1.2.1.6. Air Battle Managers (ABMs) new to the career field require 18 to 24 months weapon control experience as an Air Weapons Office (AWO) prior to entering Senior Director (SD) or Air Surveillance Officer (ASO) IQT. These AWOs enter a unit level modified training program similar to the Weapons Director IQT, upon arrival at home station. The unit DO specifies weapon control and other training requirements during this lead-in training period of approximately two-years. The OTO will document training requirements and completion/certification on AF Form 4141. These AWOs will complete lead-in training requirements, and obtain approximately two-years weapons control experience before entering formal SD or ASO IQT. Unit Commanders may enter the member into SD or ASO IQT prior to completing the two-year experience prerequisite.

1.2.1.6.1. ABMs with more than two years in the career field are entered into SD or ASO training per unit needs. Direct Reporting Units (DRUs) will specify their equivalent duty position in a unit supplement approved by MAJCOM. Weapons training is only required for SD.

1.2.1.6.2. AETC ABM personnel with less than two years in the career field will be placed in a formal training program approved by HQ AETC/DOF.

1.2.1.6.2. (AETC) As a minimum, all AWOs will be basic mission capable (BMC) qualified to include live air refueling as part of their formal training program. AWOs will not perform instructor duties until BMC qualified (in addition to appropriate tracks of (BMIT). Air refueling qualification is not a prerequisite to performing instructor duties, however AWOs will be entered into A/R training no later than six months after initial qualification evaluation (IQE).

1.2.2. Training Policies.

1.2.2.1. Commanders may adjust the training time or remove personnel from training due to medical disqualification (including Duties Not Including Controlling (DNIC)), emergency leave, or administrative action.

1.2.2.2. Commanders may enter newly assigned personnel awaiting a security clearance into IQT/MQT training, but may not give training that involves classified information.

1.2.2.3. Individuals permanently deferred from worldwide mobility or not performing duties in the operations section for reasons of Uniform Code of Military Justice prosecution/conviction, drug abuse, conscientious objector status, or loss of a security clearance, will not be entered into/continued in training.

1.2.2.4. SDs/AWOs must maintain a class III flight physical profile IAW Air Force Instruction (AFI) 48-123. WDs must maintain a ground-based physical profile IAW AFI 48-123.

1.2.2.4. (AETC) 1A4X1D and civil service (general schedule [GS]) personnel performing live weapons control duties will maintain, as a minimum, a ground based physical profile in accordance with AFI 48-123, *Medical Examinations and Standards.*

1.2.3. Training Requirements.

1.2.3.1. This instruction establishes the minimum training requirements that unit commanders use to ensure operations personnel are adequately trained during IQT, MQT and CT. The OTO ensures the course of training established by the DO is completed. Assigned personnel will have varying backgrounds and different levels of experience and proficiency. Therefore, the unit OTO ensures the individual's training records/accomplishments are reviewed prior to entry into training and establishes an appropriate duty position based on individual background and experience. In this manner, the OTO ensures the unit training program is tailored to fit each trainee's needs.

1.2.3.2. CT training requirements are completed on an annual basis supported by 3-month sliding window look-back periods. Annual requirements begin 1 October.

1.2.3.3. The unit DO manages trainee temporary duty (TDY) and leaves so these absences will not hamper the trainee's progression. This is particularly critical for TDY/leave during IQT and MQT training periods.

    1.2.3.3.1. Personnel TDY for 30 consecutive days (2 UTAs) or more to locations where IQT/MQT/CT is available will accomplish training.

    1.2.3.3.2. IQT/MQT/CT personnel who remain in-garrison while the unit deploys for 30 consecutive days (2 UTAs) or more will also accomplish training, when possible.

1.2.3.4. The unit OTO is authorized to prorate TRs when:

    1.2.3.4.1. An individual is TDY, medically disqualified/DNIF, or on emergency leave for 30 cumulative days (2 UTAs) or more.

    1.2.3.4.2. An entire unit is deployed to a contingency for more than 30 days.

    1.2.3.4.3. An individual is upgraded after the start of the annual period. For example: The annual TR for a WD is 36 live and 72 simulation missions. Individuals are upgraded during March; their prorated share of the annual TRs would be 27 live and 54 simulation missions, accomplished during the period 1 April through 30 September. Proration of requirements will be recorded on AF Form 4141.

1.2.3.5. OTOs will use the MCS Syllabus to accomplish academic and positional IQT. AETC units will use a HQ AETC approved formal program for IQT training requirements.

1.2.3.6. OTOs, in coordination with DOs, will strive for early identification of individuals who cannot satisfactorily accomplish IQT/MQT training requirements or cannot perform or meet the unit DOC statement/training mission requirements.

1.2.3.7. Live training requirements for inexperienced and experienced individuals are at **Table 4.2.** of this volume. Simulation requirements are at **Table 4.2.**, Note 1.

1.2.3.8. CMR/BMC Pre-requisites. Prior to qualification, each trainee must:

    1.2.3.8.1. Complete an AETC approved formal training course, and

    1.2.3.8.2. Complete weapons qualification while in initial training for AWO/SD/MCC (CRE), and

    1.2.3.8.3. Complete IQT (all units) and MQT(CMR units only), and

    1.2.3.8.4. Successfully complete proficiency evaluation(s) IAW AFI 13–1STAN/EVAL Volume 2.

1.3. Responsibilities.

1.3.1. Headquarters ACC is the office of primary responsibility (OPR) for this instruction; HQ USAFE, HQ PACAF, HQ AETC, and HQ ANG are the offices of collateral responsibility (OCR).

1.3.2. HQ ACC/PACAF/USAFE/AETC/ANG OPRs for Theater Air Control System (TACS) training will:

1.3.2.1. Provide command guidance and monitor the overall training program.

1.3.2.2. Ensure the allocation of system training materials to meet training requirements.

1.3.2.3. For the ANG, ensure the availability of training materials for ANG purchase.

1.3.2.4. Provide command assistance in the resolution of major training problems and coordinate with agencies both internal and external to the command for training equipment.

1.3.2.5. Provide assistance, guidance, and resources to subordinate units for the implementation, direction, and monitoring of the training program.

1.3.2.6. Ensure that the system training program (STP) is implemented by scheduling and directing System Training Exercises (STEs).

1.3.2.7. Monitor unit-training programs.

1.3.3. Numbered Air Forces (NAF) will:

1.3.3.1. Provide assistance and resources to subordinate units for the implementation, direction and monitoring of the training program.

1.3.3.2. Initiate action to correct training deficiencies.

1.3.3.3. Ensure the STP is implemented.

1.3.3.4. Monitor unit training programs.

1.3.3.5. Ensure timely and accurate training reports are submitted.

NOTE: Because some NAFs do not have a training structure, they may delegate training responsibilities, and training extensions, to the next lower level (i.e., OG). 154/31/52 OG will provide these functions for their subordinate Air Control Squadrons.

1.3.3.5. (AETC) 19 AF is responsible for ensuring units generate Academic and Positional Letter of Xs and Training Deficiencies. These reports will be provided to HQ AETC/DOF upon request.

1.3.4. Units will:

1.3.4.1. Train personnel/crews to a level of combat readiness that meets the unit DOC statement/ training mission requirements.

1.3.4.2. Appoint an instructor as the OTO, in writing, to implement and manage the operations training program.

1.3.4.2. (AETC) Operations Training Officers (OTO) will:

1.3.4.2.1. (Added-AETC) Be BMC (preferably live A/R qualified also).

1.3.4.2.2. (Added-AETC) Be live Positional Instructor and academic platform instructor qualified.

1.3.4.2.3. (Added-AETC) Have previous instructor and/or stan/eval experience (one year in unit experience also meets this requirement).

1.3.4.3. Initiate action to correct training deficiencies.

1.3.4.4. Designate CMR/BMC/(AETC qualified) experienced personnel for training as instructors. The OTO will verify successful completion of instructor training to the DO in a letter and document the appointment on AF Form 4141, Individual Record of Duties and Experience Ground Environment Personnel.

1.3.4.5. Ensure that personnel deploying to fulfill a primary duty position in support of a contingency/exercise are CMR. Personnel in IQT/MQT training may deploy, but may not fill a duty position unless supervised by an instructor. Trainee upgrade during deployments is encouraged. AETC personnel are BMC only and will require CMR upgrade by gaining unit if deployed in support of contingencies/exercises.

1.3.4.6. Take administrative action IAW AFI 36-2101 on individuals who cannot perform or meet the unit DOC/training mission requirements.

1.3.4.7. (Added-AETC) Units will generate timely and accurate training reports. This should include, but not be limited to, Academic and Positional Letter of Xs and Training Deficiencies. Monthly submission of Letter of Xs to 19 AF is not required, however they must be available on request. Submit training deficiencies on an as needed basis and update quarterly.

1.4. Transfers.

1.4.1. Individuals who are qualified in an MCS operations position may transfer their training status from one MAJCOM to another if they meet the prerequisites in para. **1.4.2.** The unit OTO will ensure the training records of personnel are reviewed to determine experience and currency of training. With DO approval, the OTO may credit previously accomplished training towards the standard IQT/MQT/ CT requirements accordingly.

1.4.2. To transfer training status, the unit will accomplish the criteria below:

1.4.2.1. The unit DO will review training records to determine training requirements to meet unit mission.

1.4.2.2. The individual will complete IQT/MQT, as required.

1.4.2.3. The individual will complete requalification IAW AFI 13–1STAN/EVAL Volume 2, as required. The completion date and test scores are entered on AF Form 4141.

1.4.3. Individuals in temporary duty (TDY) status to another like unit to perform operations duties need only complete any MAJCOM/unit directed training and standardization evaluation requirements prior to performing CMR/BMC duties unsupervised.

1.5. Training Extensions.

1.5.1. Unit commanders are authorized to grant an individual one training extension each in IQT and MQT.   NAF/OG commanders are authorized to grant a second extension.

1.5.2. Forward recommendations for additional training extensions through channels to the MAJCOM, via letter/email/message.

1.6. Waivers.

1.6.1. HQ ACC/DOY (ACC units), HQ PACAF/DOY (PACAF units), HQ AETC/DOF (AETC units), and HQ USAFE/DOY (USAFE units) will serve as the MAJCOM OPR with waiver authority for all waiver requests to this instruction. ANG units forward waiver requests to their gaining MAJCOM for action. File a copy of approved written waivers with this volume IAW AFI 33-360 Volume 1.

1.6.2. Unit commander submits all waiver requests through channels in electronic memorandum format noted in AFMan 33-326 (unless specified otherwise in MAJCOM) directive to the appropriate MAJCOM OPR. The waiver request must provide justification why the individual/unit cannot comply with AFI requirements.

Chapter 2

FORMAL TRAINING

2.1. Purpose. This chapter outlines training for CRC/CRE radar operations personnel, including those individuals assigned to a NAF/OG staff who maintain CMR/BMC status.

2.2. IQT. The unit DO ensures the OTO enters operations personnel into IQT not later than (NLT) 20 calendar days (2 UTAs) after the member reports to the unit. Personnel who attend First Term Airman Center (FTAC) enter IQT the first duty day after completing the FTAC program. The commander must document exceptions in writing through channels to applicable parent OG for approval. ANG personnel awaiting assignment to a basic technical training course may enter IQT without a time limitation. Trainees in IQT will be under the supervision of an instructor.

2.2. (AETC) IQT. AETC personnel must enter either a squadron orientation training (SOT) program, BMIT, ICT, or IQT within 20 calendar days (2 UTAs). If entered into SOT, then BMIT, ICT, or IQT will begin at next scheduled class.

2.2.1. Entry Level ABMs with less than two years in the career field are entered into AWO IQT upon arrival at the unit. After successful completion of IQT, these individuals will be given a weapons Initial Qualification Evaluation (IQE) and placed into BQ status. The AWO will then enter MQT and, upon completion, will be designated a CMR AWO.

2.2.2. Time Limitation. All trainees must complete IQT requirements within 150 calendar days (14 UTAs) following entry into IQT or be granted a 30-day extended training period by the unit commander. Upon completion of IQT requirements, the training period ends.

2.2.3. Training Requirements. The unit DO and OTO will review the records of newly assigned personnel and ensure an appropriate course of training is established based on the individual's background and experience. The OTO records the review on AF Form 4141. The DO will ensure the OTO provides the appropriate amount of training in each academic and positional area. The OTO uses the MAJCOM syllabi to conduct IQT.

2.2.4. Documentation. The OTO records individual training accomplishments IAW **Chapter 3**, paragraph **3.4.**, to monitor the trainee's progress.

2.2.5. IQT Completion. Upon completion of last block IQT, the OTO enters the trainee in a formal review period to prepare for the Stan/Eval IQE. To accomplish this, the OTO administers a 100-questions IQT non-graded written test and a non-graded positional review. The test is composed of 85 questions drawn from the training materials and 15 unit local procedures questions. The test is correctable to 100 percent and the non-graded positional pre-evaluation requires instructor debriefing. The OTO will maintain two tests. The OTO administers the test NLT the 150th calendar day (14th UTA) of IQT. The OTO certifies on AF Form 4141 that the trainee has completed IQT and releases the trainee to Stan/Eval for the IQE IAW AFI 13–1STAN/EVAL Volume 2. Upon successful completion of IQE, individuals are designated BQ status. Individuals assigned to a unit without a combat mission are designated BMC and placed into CT.

2.2.5.1. NLT the 180th calendar day (16 UTAs) (150 days IQT time plus 30 days evaluation time), one of the following occurs:

2.2.5.1.1. The trainee completes IQT requirements, passes the Stan/Eval IQT completion test and successfully completes a Stan/Eval initial evaluation or

2.2.5.1.2. The trainee does not complete IQT TRs and is referred to the unit commander who may grant a 30 calendar day (2 UTAs) extended training period, or take appropriate administrative action IAW AFI 36-2101.

2.2.5.1.3. The trainee fails IQE and is referred to the unit commander who may grant a 30 calendar day (2 UTAs) extended training period, or take appropriate administrative action IAW AFI 36-2101.

2.2.5.2. NLT the 210th calendar day (18 UTAs) of the training period, one of the following occurs:

2.2.5.2.1. The trainee completes the IQT requirements, is certified ready for IQE by the OTO and is turned over to Stan/Eval, or

2.2.5.2.2. The trainee does not complete IQT TRs and is referred to the unit commander who may request a NAF/OG 30 calendar day (2 UTAs) additional extended training period, or take appropriate administrative action IAW AFI 36-2101.

2.2.5.2.3. The trainee fails initial evaluation. The trainee is referred to the appropriate NAF/OG commander, who may grant a 30-calendar day (2 UTAs) additional extended training period, or refer the trainee back to the unit commander for appropriate administrative action IAW AFI 36-2101.

2.2.5.3. NLT the 240th calendar day (20 UTAs) of the training period, one of the following occurs:

2.2.5.3.1. The trainee completes the IQT requirements, is certified ready for IQE by the OTO, and is turned over to Stan/Eval, or

2.2.5.3.2. The trainee passes the IQE, or

2.2.5.3.3. The trainee does not complete the IQT requirements and is not certified ready for IQE by the OTO. The unit commander takes the appropriate administrative action IAW AFI 36-2101, or

2.2.5.3.4. The trainee fails the IQE and the unit commander takes administrative action IAW AFI 36-2101 or requests from MAJCOM, through the appropriate NAF, another 30 calendar day (2 UTAs) additional extended training period. NAF may deny the request, but only MAJCOM may approve. Trainees continue to train while the request is being staffed.

2.2.5.4. NLT than the 270th calendar day (22 UTAs) of the training period (or for ABMs, NLT 730th calendar day in the career field) , one of the following occurs:

2.2.5.4.1. The trainee is released to Stan/Eval and passes IQE, or

2.2.5.4.2. The trainee fails IQE and is referred to the unit commander for administrative action IAW AFI 36-2101.

2.2.6. MAJCOM approval is required for more than two extensions or two IQE per trainee.

2.2.7. Multi-Qualified Personnel. Personnel who are CMR/BMC in a position and are selected to train in another position(s) or weapon system (AETC only) must complete IQT requirements and

upgrade requirements IAW this chapter. Time limitations, forms, and certification for completion of training are IAW this chapter and **Chapter 3**.

2.2.8. Upon successful completion of weapons qualification, AWOs with less than two years in the 13B career field will perform as CMR AWOs for a maximum of two years.

2.2.9. The OTO will ensure that additional training identified during the initial qualification evaluation is accomplished within 30 days (2 UTAs). Annotate certification on AF Form 4143, Certificate of Qualification.

2.3. MQT. Personnel who complete IQT achieving BQ status for their duty position immediately (next duty day or next UTA for ANG) enter MQT. Personnel who complete IQT at Field Training Unit (FTU) enter MQT NLT 20 days or 2 UTAs after signing into their unit. Individuals assigned to units without a combat mission do not enter MQT, but are assigned a BMC status and placed into CT. Annotate AF Form 4141 to show any removal from unit training for purposes of formal school attendance. An instructor supervises MQT training.

2.3.1. Training Requirements. The DO specifies training requirements for all operations personnel. Each unit will provide theater qualification training to all personnel covered by this chapter upon entry into MQT. The DO is responsible for training personnel on the general procedures and preparation for executing the unit DOC statement/training mission and any applicable operations plans.

2.3.2. Time Limitation. Trainees must complete MQT requirements within 30 calendar days (3 UTAs) after entry into training.

2.3.3. MQT Completion. Upon completion of MQT, trainee is then released to Stan/Eval to take the Mission Qualification Evaluation (MQE) IAW AFI 13-1STAN/EVAL Volume 2. The passing score is 85 percent. Upon successful completion of the MQE, the individuals are given CMR status and placed into CT. The OTO certifies on AF Form 4141 that the trainee has completed MQT. ABMs with less than two years in the career field are designated "CMR Inexperienced" until they have been in the career field for two years. TRs for inexperienced and experienced personnel are at **Table 4.2.**.

2.3.4. NLT the 60th calendar day (4 UTAs) (30 days MQT time plus 30 days evaluation time, or 30 days of commander extended training) of the MQT period, one of the following occurs:

2.3.4.1. The trainee completes MQT requirements and passes the MQE, or

2.3.4.2. The trainee does not complete MQT requirements or fails the MQE. The trainee is then referred to the commander who may grant a 15 calendar day (1 UTA) extended training period or take appropriate administrative action IAW AFI 36-2101.

2.3.5. NLT the 15th calendar day (1 UTA) of the extended training period, one of the following occurs:

2.3.5.1. The trainee completes MQT requirements and passes the MQE, or

2.3.5.2. The trainee does not complete the MQT requirements or fails the MQE. The trainee is referred to the appropriate OG commander, who may grant a 15-calendar day (1 UTA) additional extended training period or take appropriate administrative action IAW AFI 36-2101.

2.3.6. NLT the 15th calendar day (1 UTA) of the additional extended training period, one of the following occurs:

2.3.6.1. The trainee completes the MQT requirements and passes the MQE, or

2.3.6.2. The trainee does not complete the MQT requirements or fails the MQE. The unit commander takes administrative action IAW AFI 36-2101 or requests from MAJCOM an extension, through the appropriate NAF. NAF may deny the request, but only MAJCOM may approve. Trainees continue to train while the request is being staffed.

2.3.7. Annotate completion of MQE on AF Form 4143.

2.3.8. Certification. The OTO records entry into CT-CMR or CT-BMC on AF Form 4141.

2.3.9. The DO identifies the primary duty position of multi-qualified personnel on AF Form 4141.

2.3.10. (AETC only) Individuals selected to enter air refueling (AR) upgrade training will complete the AR training program within 60 calendar days. TRs are according to the AETC AR training program. A written pretest is not required. However, all TRs must be successfully accomplished before release letter is submitted IAW AFI 13-1STAN/EVAL Volume 2.

2.4. Continuation Training for CMR/BMC. Personnel who are qualified CMR/BMC complete CT for all duty position qualifications.

2.4.1. Training Requirements. **Chapter 4** contains positional TRs for CMR/BMC and CT. The unit DO will ensure there is sufficient academic instruction and positional training to maintain CMR/BMC qualification. The OTO ensures the appropriate amount of instruction for each academic subject area is available based on the individual's needs. Personnel who become CMR/BMC after the beginning of the annual training period accomplish a prorated share of the positional TRs for the remainder of the period beginning with the first day of the following month. The OTO records accomplishment of academic and positional TRs and instructor or Stan/Eval-monitored accomplishments on AF Form 4142, Individual Annual Training Record.

2.4.2. CMR/BMC individuals must maintain minimum TRs and lookback requirements IAW **Table 4.1.** through **Table 4.5.**   Document training IAW **Chapter 4**.

2.4.2.1. If an individual fails to meet annual TRs, the unit commander or DO determines an individual to be nonproficient, or the individual fails to complete a recurring evaluation by the scheduled date, the DO may regress that individual to NCMR/NBMC status for up to 30 days.

2.4.2.2. Individuals who are NCMR/NBMC must be monitored by an instructor for a minimum of two missions for weapons personnel, two link events for ICTs and two hours for all others. Upon the instructor's recommendation, the OTO will place the individual back into CMR/BMC status. Training requirements for the previous annual period must be completed before any missions/ links/hours are credited toward the next annual training period. Document regression to NCMR/ NBMC status and back to CMR/BMC status on AF Form 4141.

2.4.3. Lookback (**Table 4.1.**). Lookback is a management tool used to determine crewmember currency. Accomplish 3-month lookbacks not later than the 5th day of the month or ANG UTA. OTOs are encouraged to monitor lookback on a monthly basis. If the 3-month lookback is not met, the commander will do one of the following:

2.4.3.1. Give the individual one more month to complete training requirements for the 3-month total. The commander's intention to use this probation period will be made in writing. The unit commander may keep experienced individuals without a 3-month history (for example, returning

from TDY) current until such history is established. However, an instructor must monitor the individual until the minimum (2 missions/2 hours) history is established. Currency requirements as described in **Chapter 4** must be met or,

2.4.3.2. Direct the individual be placed into NCMR/NBMC status or,

2.4.3.3. Direct the individual be downgraded to Unqualified.

2.4.3.4. If the individual is placed into NCMR/NBMC status, the 3-month requirements for the previous 3-month period must be completed before any missions/links/hours are credited toward the next 3-month period.

2.4.4. Unqualified (UQ). Unqualified is the status to which the Commander downgrades a formerly CMR/BMC qualified individual for failure to maintain proficiency.

2.4.4. (AETC) **NOTE** : Instructors downgraded from BMC to UQ status will lose their instructor rating and must complete a positional reevaluation, and be requalified as an instructor before resuming duties as an instructor.

2.4.4.1. If the Commander decides not to place an individual into NCMR status, the individual will be downgraded to UQ. The Commander will direct downgrading of a CMR/BMC qualified individual to UQ status when the individual fails any positional evaluation, or fails to complete a recurring evaluation by the scheduled date, or fails to meet annual TRs (live and sim), or the Commander/DO determines an individual to be non-proficient. When an individual is downgraded to UQ, the Commander will do one of the following:

2.4.4.1.1. Approve trainee entry into remedial training for 30 calendar days (2 UTAs), as required or

2.4.4.1.2. Take appropriate administrative action IAW AFI 36-2101.

2.4.4.1.3. Upon successful completion of the remedial training, the OTO releases the individual to Stan/Eval to complete the re-evaluation within 30 Days/(2 UTAS).

2.4.4.2. NLT the 60th calendar day (4 UTAs), 30 days (2 UTAs) remedial training period plus 30 days, one of the following occurs:

2.4.4.2. (AETC) Accomplish remedial training within 30 days, and accomplish the reevaluation within 30 days from completion of remedial training.

2.4.4.2.1. The trainee completes the TRs, is certified for the re-evaluation by the OTO, and passes the re-evaluation, or

2.4.4.2.2. The trainee does not complete the TRs, is not certified ready for the re-evaluation by the OTO, or fails the re-evaluation. The trainee is referred to the unit commander. The commander takes appropriate administrative action IAW AFI 36-2101 or requests another 30 calendar day (2 UTAs) remedial training period from MAJCOM, through appropriate NAF. NAF may deny the request, but only MAJCOM may approve. Trainees continue to train while the request is being staffed.

2.4.4.3. (Added-AETC) Continuation training should reinforce the crewmember's cockpit/crew resource management (CRM) academic knowledge. Quarterly CRM topics should focus on the role CRM plays in preventing mishaps and reinforcement of CRM skills and techniques to

enhance student training. Although CRM is specific to the crewmember's position, avoid separating training by crew position. Using evaluation trends and mishaps, update training annually.

2.4.5. Unit Certification Program. Unit-unique positions (non-CMR/BMC) will be given a certified status. When applicable, each unit is required to develop and implement a training program for all unit certified positions.

2.4.6. Multi-Qualified Personnel. Multi-qualified CMR/BMC personnel must achieve the academic TRs for each position; however, when the academic requirements are identical, they need only be accomplished once. For secondary qualifications that are intrinsic to the primary qualification only 50% of positional training requirements must be accomplished. The 50% reduction does not include live missions/TADIL events (AETC excluded). Multi-qualified personnel are only required to complete MQT for their primary duty position and the unit's primary theater.

2.5. Instructors. Effective instructors are essential to the training program. Instructors are knowledgeable in the duties of the position(s) they train as well as skilled in training methods.

2.5.1. Instructors will be experienced and qualified in the duty position they are to instruct. Since the duties of an ASO encompass the duties of Surveillance Technician (ST), Air Surveillance Technician (AST), Data Systems Technician (DST), and Interface Control Technician (ICT), ASOs are qualified to instruct these positions. Likewise, ASTs may instruct ST and DST; SDs may instruct all weapons personnel; and WDs may instruct WDs, AWOs, and the weapons portion of SD and MCC training. Enlisted personnel (1C5) must possess at least a five level before being nominated for instructor and entry into the Combat Air Forces (CAF) Instructor Training Program (AETC excluded).

2.5.1. (AETC) AETC instructor requirements:

2.5.1.1. (Added-AETC) **Instructor Prerequisites:**

2.5.1.1.1. (Added-AETC) All instructors must have attained, as a minimum, BMC status previously in a battle management system (AWACS, MCS, R/SAOC, etc.) prior to instructing, whether live or simulation (unless waived by AETC/DOF); combat mission ready (CMR) is preferable (instructor WSTs excluded).

2.5.1.1.2. (Added-AETC) Based on type of instructor qualification/certification (academic, simulation, or live) all instructors must complete the appropriate tracks specified in the Battle Management Instructor Qualification Training (BMIT) Syllabus or applicable HHQ approved instructor certification training program under the management of DOT. Subsequently, they will receive an evaluation on the system they instruct.

2.5.1.1.2.1. (Added-AETC) Individuals with prior AETC instructor qualification do not require BMIT Track 1; once entered into BMIT, they may be proficiency advanced provided they meet stated proficiency levels and standards within the BMIT syllabus. An Academic Instructor certification via AETC Form 281, **Instructor Evaluation Checklist,** is still required.

2.5.1.1.2.2. (Added-AETC) Withdrawal from BMIT. Tracks are independent of each other and may be accomplished as needed. However, once a track is started, it must be completed.

2.5.1.1.2.3. (Added-AETC) BMC/CMR qualification on a <u>specific system</u> is not a requirement to instruct simulation on an AETC battle management training system as long as the

first two caveats are met (for example, previous BMC/CMR on AWACS is not required for simulation instructors on the AWACS Modeling and Simulation [AMS] system). However, current BMC qualification is a prerequisite to Track 4 of the Battle Management Instructor Qualification Training (BMIT) Syllabus.

2.5.1.2. (Added-AETC) **Academic Proficiency for Instructors:**

2.5.1.2.1. (Added-AETC) AETC Positional Instructors will also be certified as academic platform instructors. Staff personnel are not required to maintain platform instructor currency. Staff personnel are defined as: squadron CC, DO, DOT, DOV, DOW, TD, and NAF, and OGVs. (*NOTE*: The OTO must maintain platform instructor currency due to BMIT oversight requirements). Staff personnel may choose to maintain this status, so that they may do platform instruction. If platform instructing, currency requirements apply (nonadministrative lesson every 120 days). Guest lecturing is not permissible.

2.5.1.2.2. (Added-AETC) Flight or block commanders and chiefs are tasked with determining if individuals are capable of instructing individual academic lessons. An AETC Form 281 is not required for every academic lesson an individual is certified to instruct. However, once identified as certified to instruct a lesson, that individual is liable for evaluation in that lesson.

2.5.1.2.3. (Added-AETC) Academic Instructors must score/maintain at least 90 percent academic testing for all tests given in blocks or flights, which they are assigned or attached to instruct.

2.5.1.2.3.1. (Added-AETC) Initial testing will occur 60 calendar days (4 UTAs) from assuming academic platform instructor duties (completion of BMIT and IQT as appropriate).

2.5.1.2.3.2. (Added-AETC) Instructors qualified to instruct in more than one course or block will test in both courses or blocks.

2.5.1.2.3.3. (Added-AETC) Academic testing is a recurring annual requirement and will be given the same time as the academic platform evaluation. Annotate results of the academic test on the AETC Form 281 in the comments section.

2.5.1.2.3.4. (Added-AETC) If there are no tests associated with the block/flight an instructor is assigned/teaches in (for example, instructors in the LFE Block), then only MQF requirements apply (if applicable for BMC requirements).

2.5.1.3. (Added-AETC) **Academic Letter of Xs:**

2.5.1.3.1. (Added-AETC) Flight or block commanders will maintain an Academic Letter of Certification (Letter of Xs) for all squadron personnel and personnel attached to the squadron. Update the Letter of Xs monthly and send to DOT. The Letter of Xs may be maintained and updated electronically to provide a real-time information source. The squadron DO will sign this Letter. For electronically maintained Letter of Xs, the squadron DO may sign a Letter indicating the monthly review has been accomplished.

2.5.1.3.2. (Added-AETC) At a minimum, annotate the following information in the Academic Letter of Xs:

2.5.1.3.2.1. (Added-AETC) Date of last academic lecture.

2.5.1.3.2.2. (Added-AETC) Date of last academic platform certification evaluation (AETC Form 281).

2.5.1.3.2.3. (Added-AETC) Date of last subject matter qualification testing.

2.5.1.4. (Added-AETC) **Positional Letter of Xs:**

2.5.1.4.1. (Added-AETC) Squadron DOT will maintain a Positional Letter of Qualification/ Certification (Letter of Xs) for all squadron personnel and personnel attached to the squadron. Update the Letter of Xs monthly, and keep at the squadron duty desk. The Letter of Xs may be maintained and updated electronically to provide a real-time information source. The squadron DO will sign the Letter of Xs. For electronically maintained Letter of Xs, the squadron DO may sign a Letter indicating the monthly review has been accomplished.

2.5.1.4.2. (Added-AETC) At a minimum, annotate the following information in the Positional Letter of Xs:

2.5.1.4.2.1. (Added-AETC) BMC status.

2.5.1.4.2.2. (Added-AETC) Instructor qualification/certification.

2.5.1.4.2.3. (Added-AETC) Evaluator qualification.

2.5.1.4.2.4. (Added-AETC) Unit unique positional certifications.

2.5.1.5. (Added-AETC) **Instructor Currency:**

2.5.1.5.1. (Added-AETC) Instructors identified on Academic Letter of Xs will maintain currency by instructing a nonadministrative lesson at least once every 120 days. Instructors qualified to instruct in more than one course are not required to accomplish an AETC Form 281 for each course. Squadron commanders will determine requirements to regain currency if more than 120 days elapse since instructing an academic lecture.

2.5.1.5.2. (Added-AETC) There are no Positional Instructor lookback requirements.

2.5.1.6. (Added-AETC) **Instructor Removal.** Personnel removed as instructors for any reason are not automatically reinstated. Record any loss of instructor status and subsequent requalification/recertification on AF Form 4141, **Individual's Record of Duties and Experience Ground Environment Personnel.**

2.5.1.6.1. (Added-AETC) Failure of any portion of an instructor academic evaluation results in loss of instructor status to include Positional Instructor until remedial training/recertification in the academic area of failure.

2.5.1.6.2. (Added-AETC) Failure of an academic evaluation (block test) or AETC Form 281 does not affect mission qualification status. The individual may still control in a noninstructor mode.

2.5.1.6.3. (Added-AETC) Flight or block commanders and chiefs will identify remedial training for failure of an academic test or academic platform evaluation. Training period will be a minimum of a 24-hour period and a maximum of 30 days. Upon completion of remedial training, administer the applicable reevaluation within 30 days.

2.5.1.6.4. (Added-AETC) Failure of the MQF results in UQ (loss of mission qualification status).

2.5.1.6.5. (Added-AETC) Failure of a Positional Instructor evaluation results in loss of instructor status to include academic platform instructor until remedial training and reevaluation.

2.5.1.6.6. (Added-AETC) Depending on what area of failure in the Positional Instructor evaluation determines whether or not an individual loses their mission qualification, for example, failure of a safety item or a technical item of magnitude results in loss of mission qualification (UQ) also. However, if the failure was due to poor instructor ability but had nothing to do with technical/safety performance, then there is no loss of mission qualification. DOV will be charged with making the determination.

2.5.1.6.7. (Added-AETC) Failure of a mission qualification evaluation not only results in UQ status, but also results in loss of instructor status. Upon successful completion of remedial training/reevaluation and return to BMC, the squadron DO will make the determination whether or not to reinstate instructor status, or if additional training/reevaluation for instructor capabilities is required.

2.5.2. The OTO nominates instructor candidates by letter to the squadron commander. After commander approval, enter the candidate into the CAF Instructor Training Program. Upon successful completion of this training program, the OTO will submit a formal letter of certification to the DO for approval.

2.5.3. DOs will ensure all instructors are observed annually (AETC instructors every 17 months) during positional instruction to ensure qualification. Use the criteria identified in the CAF Instructor Training Program. Record this annual review on AF Form 4141. Personnel removed as instructors for any reason are not automatically reinstated. They must be renominated by letter from the OTO and reapproved by the squadron commander. AETC instructors will meet MAJCOM specified criteria to maintain qualification and/or accreditation.

2.5.4. (Added-AETC) The unit DO will appoint directorate training representatives. These appointed individuals will perform the duties stated in the applicable unit's operating instruction (OI).

Chapter 3

OPERATIONS TRAINING DOCUMENTATION

3.1. Introduction. Documentation of academic and positional training accomplishments provides a current record of an individual's training during the past three months, the past year, and during his/her career. This information is vital for an accurate assessment of the individual's three-month lookback, annual TRs, as well as overall experience level.

3.2. Operations Training Records Maintenance. Unit OTOs will maintain operations training records for all assigned/attached personnel. The appropriate training division maintains training records for NAF. At the time of permanent change of station (PCS) transfer, individuals will handcarry training records to the next unit of assignment.

3.3. Forms. This instruction prescribes and directs the use of AF Forms 4141 and 4142. It refers to AF Form 4143, which is prescribed by AFI 13-1STAN/EVAL, Volume 2, and adopts it for use in this AFI. Instructions for filling in information on all three of these forms are contained within the electronic form and this chapter.

  3.3.1. AF Form 4141, Individual's Record of Duties and Experience Ground Environment Personnel.

    3.3.1.1. The OTO maintains an AF Form 4141 on all personnel entered into training.

    3.3.1.2. Completed forms are maintained IAW paragraph **3.4.1.** below.

  3.3.2. AF Form 4142, Individual Annual Training Record.

    3.3.2.1. The OTO maintains an AF Form 4142 for the following personnel:

      3.3.2.1.1. Assigned/attached personnel possessing a 13BXX/1C5X1/1A4XD AFSC who are required to maintain CMR/BMC qualification.

    3.3.2.2. Completed AF Forms 4142 are maintained IAW paragraph **3.4.1.** below.

  3.3.3. AF Form 4143, Certificate of Qualification. IAW AFI13-1STAN/EVAL Volume 2, this form is used during the positional evaluation. When complete, place the AF Form 4143 in section II of the individual's permanent training records. The OTO annotates AF Form 4141. The 325 TRS will maintain separate training and evaluation folders.

3.4. Permanent Training Record. The OTO maintains a permanent training record for all unit/attached personnel. The OTO uses individual 6-part folders and identifies each folder by typing the individual's last name, first name, and middle initial in capital letters on a standard size folder label. This label is affixed to the folder's tab. The training officer may pencil in additional information on the label (e.g., rank, crew, director designator). Tests or test answer sheets are not filed in this folder. Current AF Forms 4141/4142 may be kept in a separate binder for ease of record keeping, but forms will be returned to the permanent training records when an individual undergoes PCS. The permanent training record is organized as follows:

  3.4.1. Section I, Qualification Data. This section contains the current copy of AF Forms 4141 and 4142. OTOs place the AF Form 4141 on the left side and AF Form 4142 on the right side of Section I.

3.4.2. Section II, Personal History. This section contains any other current records/documents pertaining to qualification (i.e., AF Form 4143) or proficiency, to include waivers. The 325 TRS will not include AF Form 4143 in this section.

3.4.3. Section III, Medical Qualification/Medical Waivers. This section includes a current copy of the annual AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, for all 13BXD/1C5X1D/1A4XX personnel. An AF Form 1042 placing a weapons-qualified individual on DNIC status is also kept during the DNIC period. When applicable, the AF Form 702, **Individual Physiological Training Record**, is placed behind the current AF Form 1042. In addition, medical profiles that affect operational status will be filed in this section. Sensitive medical history or other records of a personal medical nature will not be maintained in this file. If medical documentation is sensitive, a memo for record, signed by the Operations Officer, is placed in this section. This memo states the individual is removed from training and includes dates, if available. After a WD is placed on duty not including controlling (DNIC) status, DOT will keep the AF Form 1042, Medical Recommendation for Flying or Special Operational Duty, during the DNIC period and file it in the transitory files (AETC only).

3.4.4. Section IV, Training History. This section includes certificates from AETC courses, MAJCOM formal courses, and any formal ground environment training. This material is filed chronologically with the latest date on top and kept as a permanent part of this folder. Locally generated training records may be maintained in this section while the individual is in IQT/MQT training. Also contained are DO's or designated representative justifications for late entry into IQT training. System Specific Task/Task Qualification, or the computer-generated product, is maintained in this section or in a database. However, upon PCS, all computerized products must be translated into hardcopy.

3.4.5. Section V, Miscellaneous Experience. This section contains completed AF Form 4141/4142/4143 and control experience forms from other commands. OTOs file these forms chronologically with the latest date on top as a permanent part of the training folder. (AETC only) This section will not include previous AF Forms 4143. These forms will be maintained in a separate evaluation folder.

3.4.6. The information required by AF Forms 4141/4142 may be maintained in an electronic version (instead of hardcopy). If the electronic version is used, the OTO must ensure a backup method is in place to obtain the data in the event the computer fails. Upon PCS, all electronic products must be translated into hardcopy.

NOTE: Referencing electronic products upon PCS: An entry must be made stating "Electronic Form - All information is certified to be valid" and signed by the OTO. No record of authentication is required for line entries (Block H) made on AF Form 4141, if the electronic version is used. Also, electronic products must have all required entries.

3.5. DELETED

3.5.1. DELETED

3.5.2. DELETED

3.6. Transfer of Records. Upon reassignment (PCS/Permanent Change of Assignment (PCA) only), an individual will handcarry the permanent records to the gaining unit.

3.7. Documentation. Training is documented on three forms: AF Form 4141, AF Form 4142, and AF Form 4143.

3.7.1. AF Form 4141. This form is used to record significant occurrences during an individual's training. The following events must be recorded:

3.7.1.1. The OTO will record the review of a newly arriving individual's training records on AF Form 4141.

3.7.1.2. When an individual has completed a transfer of training status from another unit, the OTO will enter completion date and test scores on AF Form 4141.

3.7.1.3. The OTO will annotate AF Form 4141 to show any removal from unit training for purposes of formal school attendance.

3.7.1.4. The OTO will certify on AF Form 4141 that a trainee has completed IQT.

3.7.1.5. The OTO will record completion of MQT.

3.7.1.6. The OTO will record entry into CT-CMR or CT-BMC on AF Form 4141.

3.7.1.7. The DO will identify the primary duty position of multi-qualified personnel on AF Form 4141.

3.7.1.8. The OTO will document the appointment of an individual as an instructor on AF Form 4141.

3.7.1.9. The OTO will document the annual observation of an instructor during positional instruction to ensure qualification on AF Form 4141.

3.7.1.9. (AETC) For AETC instructors, positional evaluations are every 17 months, academic evaluations are annual. Record the positional and the academic evaluation on AF Form 4141.

3.7.1.10. The OTO will document regression to NCMR/NBMC status and return to CMR/BMC status on AF Form 4141.

3.7.1.11. When the commander grants additional time for an individual to meet 3-month lookback requirements, this decision will be documented on AF Form 4141.

3.7.1.12. Proration of requirements will be recorded on AF Form 4141, Individual Record of Duties and Experience, and certified by the DO.

3.7.2. AF Form 4142. This form is used to document training accomplishments. The OTO records accomplishment of academic and positional TRs and instructor or Stan/Eval-monitored accomplishments on AF Form 4142.

3.7.3. AF Form 4143. This form is primarily used by Stan/Eval to record evaluations; however, the OTO uses it to record any training requirements that result from evaluations. Therefore, any additional training that must be completed following an evaluation will be recorded on AF Form 4143. Also, the OTO will certify completion of this training on AF Form 4143.

3.7.4. Instructions for completing AF Form 4141.

COLUMN   ENTRY   RECORD OF
                                                                       AUTHENTICATION

A (Note 1)   DATE
B (Note 2)   Entries in this column will include:
             1   Signed into unit
             2   Individual Records Review
             3   Entered IQT- Position
             4   Completed IQT- Position; Released to DOV
             5   Initial Evaluation – Position (Note 5)
             6   Entered MQT
             7   Completed MQT; Released to DOV
             8   Mission Qualification Evaluation – Written
             9   Entered CT CMR/BMC – Position
             10   Entered extended IQT training
             11   Entered additional extended IQT training
             12   Entered extended MQT training
             13   Entered additional extended MQT training
             14   Continued in IQT/MQT training
             15   Entered MAJCOM approved extended IQT/MQT training
             16   Downgraded to UQ- Position
             17   Appointed/Withdrawn Position Instructor
             18   TDY, Location (see Note 6) Reason
             19   Live Exercise Participation by Name
             20   Evaluation (see Note 3, 5 and 7)
             21   Removed from IQT-Position training
             22   Position-Qualification withdrawn
             23   Primary duty position-Position
             24   Entered Instructor Training Program
             25   Completed Instructor Training Program
             26   Completed Objectivity Evaluation
C (Note 3)   Results of all Written Examinations
D (Note 3)   Date the Examination was administered
E (Note 3)   Enter Positional Evaluation Results (EQ, Q and UQ)
F (Note 3)   Date the Evaluation was administered
G (Note 4)   Required Entries
             1   Last name and grade of evaluator for all evaluations
             2   Signature of CC, DO, OTO as appropriate
             3   Signature of OTO certifying completion of IQT and MQT training requirements
             4   Signature of OTO when closing out the record for PCS or when a record is
                     reaccomplished
             5   Signature of CC or designated representative, for appointments of evaluators/
                     instructors and withdrawing evaluator/instructor appointments
             6   Any other amplifying information

NOTES:

1. Entries should be in chronological order. Dates/duration indicate when the events   occurred, not the
date of posting. Backlogs should be kept to a minimum.

2. Entries must match the sample. Additional entries can be posted to record significant events for which
there is no sample.

3. Columns C, D, E and F reflect when the written and positional evaluations were performed.

4. The individual currently holding the cited position when the event occurred is the only one who is authorized to sign for the event. A signature block and a signature are required. If the form must be reaccomplished and the authorizing officials have departed the unit, enter the signature block and type or print "Signature Not Available" above the signature block.

5. No signature is required.

6. Only required for TDYs that are in excess of one week.

7. Spot evaluations that do not affect the training status of the individual are not required.

Chapter 4

TRAINING REQUIREMENTS

4.1. Purpose. This chapter outlines the positional Training Requirements (TRs) for all duty positions. The following tables can be found at the end of this instruction:

4.1.1. **Table 4.1.** - Lookback (Live)

4.1.2. **Table 4.2.** - Weapons Annual Currency Training Requirements (Live)

4.1.3. **Table 4.3.** - CRC/CRE Annual Positional Training Requirements

4.1.4. **Table 4.4.** - CRC/CRE Annual STE Requirements

4.1.5. **Table 4.5.** - CRC/CRE TADIL Annual Training Requirements

4.2. Positional Training Requirements. Positional TRs for weapons personnel are expressed in terms of missions. Positional TRs for BC/MCC/SD/ASO/OC/BSC/AST/DST/ST/EPT are expressed in terms of hours. Interface Management TRs for all positions are contained in paragraph **4.4.** below and are expressed in terms of TADIL events.

4.2.1. All WDs/AWOs, SDs and CRE MCCs must maintain weapons qualification. They will accomplish the required missions shown at **Table 4.2.** A mission may be credited when they meet the following criteria:

4.2.1.1. Brief the mission;

4.2.1.2. Take radar/radio control of the aircraft performing the mission;

4.2.1.3. Accomplish at least one air-to-air, air refueling, or air-to-surface mission;

4.2.1.4. Meet the learning objectives set for the mission as briefed; and

4.2.1.5. Debrief the mission.

4.2.2. Definitions and criteria follow:

4.2.2.1. Air-to-Air. Weapons personnel must provide close, tactical, or broadcast control to a fighter, or flight of fighters where flight integrity is maintained, that enters a tactical engagement IAW AFI 11-214. The approach and the close-in, visual engagement are credited as air-to-air missions. The weapons individual provides control to a fighter/flight where the primary objective is to:

4.2.2.1.1. Practice intercept procedures and techniques against a defensive maneuvering aircraft, or

4.2.2.1.2. Practice air combat tactics/defensive combat tactics IAW AFI 11-214.

4.2.2.2. Air Refueling. The weapons individual provides control to an aircraft/flight conducting aerial refueling IAW AFI 11-214. The weapons individual must provide close or tactical control to an aircraft, or flight of aircraft (where flight integrity is maintained) that rendezvous with a tanker/cell (or fighter simulating a tanker). In air refuelings, the weapons personnel may credit one air refueling mission per set of receivers. The weapons personnel may also credit more than one type mission during a refueling in cases where the flight conducts a mission in addition to the

refueling. For example, if the weapons individual conducts a rendezvous on tanker, then takes the fighters off tanker and conducts intercepts, the weapons individual credits both an air refueling and an air-to-air mission.

4.2.2.3. Air-to-Surface. The weapons individual provides control to an aircraft/flight where the primary objective for the weapons individual/aircrew team is to practice interdiction, close air support, reconnaissance, strike control and reconnaissance, search and rescue, or suppression of enemy air defense procedures. The special operating instructions and rules of engagement are IAW AFI 11-214. Weapons personnel credit one mission each time they control an aircraft, or flight of aircraft (where flight integrity is maintained), that conducts one of the above air-to-surface missions.

4.2.3. Individuals who are designated NCMR/NBMC for failing to meet lookback requirements will be monitored by an instructor for a minimum of two missions for weapons personnel, two links for ICTs and two hours for all others.

4.2.3.1. Upon completion of requirements, the instructor recommends to the DO that the individual's currency status be restored; DO forwards concurrence to the commander for approval. The individual then begins proficiency requirements for the next month.

4.2.3.2. If the instructor determines the NCMR/NBMC individual is not proficient, the instructor recommends to the DO, with OTO concurrence, that the individual be downgraded to Unqualified (UQ) status. However, the OTO must identify the training deficiencies through channels to applicable MAJCOM, as soon as a potential shortfall of missions may result in individuals not meeting their annual TRs.

4.2.4. OTOs will downgrade to UQ status those individuals not meeting their assigned TRs at the end of the training cycle and place them into remedial training. CMR individuals must meet TR and lookback requirements as described in **Chapter 1** and **Chapter 2**. Weapons personnel TRs are contained in **Table 4.2.**

4.2.4.1. The 3-month lookback (**Table 4.1.**) allows DOs to better manage operations personnel training resources.

4.2.4.2. CT-CMR/BMC individuals are required to meet the lookback TRs IAW **Table 4.1.**

4.2.4.3. If the 3-month lookback is not met, the commander may grant one more month to accomplish the 3-month total. The commander's decision to use this extension period will be documented on AF Form 4141, Individual Record of Duties and Experience. Currency requirements, as described in this chapter, must be met.

4.2.4.4. Commanders will not prorate missions to meet lookback requirements.

4.2.4.5. Weapons individuals must maintain lookback requirements IAW **Table 4.1.**

4.2.5. CT-CMR/BMC surveillance personnel accomplish a required number of hours annually. Individuals who fail to meet annual requirements in a functional position remain CT-CMR/BMC, but are considered NCMR/NBMC. NCMR/NBMC individuals can only perform in the functional position under the supervision of an instructor until the instructor has determined the individual is still current and restores currency. However, the OTO must inform applicable MAJCOM through authorized channels by the most expeditious means available as soon as a potential shortfall of missions may

result in individuals not meeting their annual requirements. Surveillance annual requirements are at **Table 4.3.**

4.2.6. DOs, OTOs and System Training Program Officers share the responsibility to ensure that simulated missions are accomplished in the most effective manner possible and that simulated missions accomplish training where live missions are deficient (e.g., if the majority of a unit's live missions are tactical control, the weapons individual should practice close control during simulation). Simulated missions should also stress increasingly more difficult missions as the weapons personnel become more proficient. Finally, simulated missions should stress skills or situations that are not normally controlled under live conditions (e.g., aircraft emergencies, multiple intercepts).

4.2.7. Positional TRs/shortfalls are addressed at semiannually programmed flying training scheduling conferences. Units are encouraged to attend these conferences on an as-needed basis.

4.2.8. Each MAJCOM will determine training objectives and depth of knowledge for each academic subject area, and ensure that academic materials are available for OTOs to use to train unit personnel.

4.2.8. (AETC) The AETC/DO approved IQT syllabus identifies training objectives and depth of knowledge for academic subject area. Units will develop training topics based on these objectives for annual academic training. Unit DOs will approve an annual list of training topics and ensure it is made available for NAF/MAJCOM review upon request. Unit training development (TD) branches will ensure academic materials are available and current for OTOs to utilize.

4.2.9. The syllabus outlines the academic TR subject areas for all CMR/BMC positions for IQT (AETC excluded).

4.2.10. CT-CMR/BMC academic TRs will consist of a review of IQT and MQT academic material with emphasis on updating and expanding the information. The OTO establishes, with DO approval, an annual training plan based on unit requirements and may adjust this plan to meet individual needs.

4.2.11. NAFs, groups, and units may supplement the MAJCOM academic materials with local training materials to meet unique positional requirements.

4.2.12. Units are authorized local reproduction of all study guide (SG) and Computer Based Training (CBT) materials.

4.3. System Training Program Requirements.

4.3.1. System training is an extremely important part of the training program. Each unit OTO aggressively seeks out opportunities to train with elements of the ground TACS and Airborne Elements of the TACS (AETACS), as well as other services. Units should participate in USCINCFOR-directed Joint Tactical Air Operations and Joint System Training Exercises (JSTEs) interface/battle management training to the maximum extent possible.

4.3.2. AFI 13–1STP Volume 1, System Training Program (STP), provides procedural information for administering the STP. STEs are an essential part of the STP. STEs, to include CAT 1 and 2, are defined in AFI 13–1STP Volume 1. This instruction establishes TR frequency requirements for Category 1 and 2 STEs at **Table 4.4.**

4.4. Interface Management Training Requirements. **Table 4.5.** establishes CT practical TRs for CMR/BMC positions that establish and maintain tactical digital information links (TADIL) or take actions in the performance of their duties that affect displays at linked sites.

4.5. Communications Jamming Training. This part of training applies to all operations personnel who use any form of communication. Operations personnel should be thoroughly familiar with communications jamming (COMM JAM) procedures, such as recognition, reporting, and resolution.

4.5.1. Positional Requirements. Unit DOs or designated representative will ensure sufficient COMM JAM training occurs to adequately prepare personnel to operate in a COMM JAM environment.

4.5.1.1. Training in the live COMM JAM environment emphasizes operation and use of jam resistant radios through local flying/employment training with HAVE QUICK T-nets. Operations personnel need to periodically train with other participants during COMM JAM for those occasions when the anti-jam (AJ) mode is inoperative or not available. However, great care must be used to ensure realism in developing the tactics, techniques, and procedures to be used, as operating in a less than realistic COMM JAM environment will result in negative training.

4.5.1.2. Jamming intensity/frequency/duration in the simulated COMM JAM environment considers the simulated threat and training objectives. Jamming sources may include cassette recordings, manual/auto-matic jammers, or inherent simulator jamming equipment. Scenarios are designed to simulate both use of jam resistant radios and the lack of or inoperative status of the AJ mode. Ensure jam resistant radio failures, synchronization loss, etc., are not unrealistically emphasized.

4.5.1.2. (AETC) Accomplish academic training as a minimum, simulation as feasible.

4.6. Cross-Training Requirements.

4.6.1. CRC/CRE: Weapons personnel will visit the ATC facility most involved with unit control activities prior to entering CT-CMR/BMC. Cross-training to local radar approach control can be used to meet this requirement. In addition, the DO determines annual ATC cross-training requirements for DOs, OTOs, and DOVs. Annual visits to include AETACS and US Navy/US Marine Corps/US Army command and control units are encouraged. Visits to any of the above systems are recorded as positional training hours.

4.7. Training Deficiency Reports.   This paragraph prescribes methods for units to submit training deficiency reports. Units are required to provide a training status IAW the Status of Resources and Training System/Ready Aircrew Program reporting requirements.

4.7.1. The unit commander submits a TDR to identify problems beyond the unit's ability to resolve that may prevent the unit, or individual(s), from satisfying academic or positional TRs. TDRs identify known or potential training problems to Higher Headquarters for information and management purposes. TDRs do not need MAJCOM approval and are resolved at the lowest level of command.

4.7.2. As minimum, the CC submits the following information:

4.7.2.1. Broken equipment that has an impact on training (to include simulation equipment)

4.7.2.2. Lack of live flying for training

4.7.2.3. Lack of live flying for evaluations

4.7.2.4. Instructor/evaluator shortfalls

4.7.2.5. Airspace limitations

4.7.2.6. Inability to conduct effective STEs (N/A to BMC units)

4.7.2.7. Mode 4 training shortfalls

4.7.2.8. Computer operations to include hardware and software problems

4.7.3. Submit training deficiency reports (RCS: HAF-XOC (AR) 9910) through authorized channels by the most expeditious means available from the unit to the parent wing/group, info NAF, ANG and MAJCOM, in sufficient detail to support the requested action. Use the following format:

4.7.3. (AETC) A deficiency report should be submitted from the unit to the parent OG commander. Send an info copy to 19 AF/DOK and ANG/DOT (as appropriate).

4.7.3.1. Title: Training Deficiency Report

4.7.3.2. Unit: Unit submitting the training deficiencies

4.7.3.3. Description of problem

4.7.3.4. Date problem began/expected to begin

4.7.3.5. Corrective action taken/anticipated

4.7.3.6. Estimated date of problem correction

4.7.3.7. Recommended solution to resolve the training deficiency.

4.7.3.8. Remarks

4.7.4. MAJCOMs will specify the process for responding to these reports in MAJCOM supplements. For waiver requests, operations groups recommend approval to the MAJCOM (ANG) or disapprove within 10 calendar days (1 UTA).

4.7.4.1. (Added-AETC) The OG commander will take necessary action on problems not requiring waivers. Within 15 calendar days of receipt of a report, the OG commander will present a solution to the unit or recommend proposed corrective action to 19 AF/DOK or ANG/DOT (as appropriate) for problems the OG cannot correct. The 19 AF/DOK or ANG/DOT (as appropriate) will take necessary action on these problems within 10 calendar days of receipt.

4.7.4.2. (Added-AETC) The OG commander may disapprove the waiver at his or her level; concur and forward the waiver request to 19 AF/DO or ANG/DO (as appropriate) through 19 AF/DOK or ANG/DOT (as appropriate); or nonconcur, but send the request to 19 AF/DO or ANG/DO (as appropriate) through 19 AF/DOK or ANG/DOT (as appropriate) for further review.

4.7.5. Within 10 calendar days of receipt, the NAF (ANG) responds to waivers for which the NAF has waiver authority or to problems which the NAF (ANG) can correct. For problems/waiver requests that the NAF (for ANG) cannot take action on, the NAF (for ANG) sends a recommendation to applicable MAJCOM within the same timeframe.

4.7.5. (AETC) The 19 AF/DO may disapprove the waiver at NAF level; concur and forward the waiver request to HQ AETC/DOF through HQ AETC/DOFV; or nonconcur, but send the request to HQ AETC/DOF through HQ AETC/DOFV for further review. (Does not apply to ANG.)

4.7.6. MAJCOM will acknowledge receipt of the training deficiencies and respond with estimated completion date.

4.7.6. (AETC) HQ AETC/DOFV will acknowledge receipt of the report and respond with the estimated approve or disapprove date. (Does not apply to ANG.)

4.8. Prescribed Forms.

4.8.1. AF Form 4141, Individual's Record of Duties and Experience Ground Environment Personnel.

4.8.2. AF Form 4142, Individual Annual Training Record.

4.9. (Added-AETC) Adopted Forms:

4.9.1. (Added-AETC) AF Form 847, **Recommendation for Change of Publication.**

4.9.2. (Added-AETC) AF Form 4141**, Individual's Record of Duties and Experience Ground Environment Personnel.**

4.9.3. (Added-AETC) AETC Form 281, **Notification of Change in Service Member's Official Records.**

Table 4.1. Lookback (Active) (Inexperienced/Experienced) (Live).

	CMR/BMC TR
	I/E
SD/AWO/WD/CRE MCC (Number of missions)	
3-Month Lookback	9/6
SD/ASO/AST/DST/ST/Electronic Protection Technician (EPT) (Positional hours)	
3-Month Lookback	9/6
MCC (Positional hours)	
3-Month Lookback	6/3
ICT (Live) (Link events)	
3-Month Lookback	3/3

NOTES:

1. SD/CRE MCC and ANG/NAF CMR must accomplish 50 percent of the lookback mission requirements.

2. Any combination of missions may be used to attain the TRs.

3. AETC Lookback is 7/5.

Table 4.1. (AETC)   Lookback (Active) (Inexperienced/Experienced) (Live).

Note 3. AETC Lookback is 7/5 if AR qualified, and 4/3 if not. The 7/5 lookback can be any combination of AA and AR.

Table 4.2. SD/AWO/WD/AETC Annual Training Requirements (Live).

	CMR/BMC (I/E)	AETC BMC (1/E)
Air-to-Air	24/16 (Note 1, 2, 3)	16/12 (note 2)
Refueling	8/6 (Note 1)	12/8 (note 9)
Air-to-Surface	4/2 (Note 1, 5)	N/A
Total TRs	36/24 (Note 4)	28/20 (note 4)

NOTES:

1. Simulation requirements are double the TRs. This requirement is in addition to any sim used to substitute for live missions (ref note 4) (N/A 107 ACS and 325 ACS Instructors).

2. 50 percent of the required air-to-air missions must be a minimum of 2V1 events or greater.

3. BMC personnel may substitute air-to-air missions for Refueling and Air-to-Surface missions at a 1-for-1 ratio.

4. When live missions are not available to meet Air-to-Air and Refueling TRs, the DO may authorize an individual to substitute fifty percent of live requirements with simulation at a 2-for-1 ratio. This substitution may not occur until a training deficiency has been submitted.

5. When live air-to surface missions are not available, units may substitute live requirements with simulation at a 2-for-1 ratio.

6. Also applies to NAF CMR personnel.

7. SD/CRE MCC will accomplish 50% of all live missions.

8. Excess live missions may be substituted for the same mission type of simulation missions on a 1-for-1 ratio.

9. Twenty-five (25) percent of AR requirements should be performed quarterly to maintain proficiency.

10. Multiple system qualified personnel only need to meet lookback and annual TRs as if qualified on a single system; however, personnel must complete a minimum 50 percent of the requirements on each system.

11. ANG 13Bs within the two-year weapons control experience period will accomplish SD mission requirements (N/A AETC gained units).

Table 4.2. (AETC)   SD/AWO/WD/AETC Annual Training Requirements (Live).

All requirements apply to AETC WTs also.

Notes: 2. MU-2 missions fulfill TR requirements on a 1-for-1 basis, not to exceed 50 percent of live requirements. There is no minimum time-hack requirement; however, to maintain the integrity of continuation training, a controller should usually control at least 1 hour of an MU-2 mission for that mission to count towards requirements. If circumstances result in less than 1 hour of controlling, OTO will make a judgment call as to whether the individual receives credit.

Refueling, AETC BMC (1/E) column. Notes 3 and 4 also apply.

Notes: 3. If required, a mixture of the live air-to-air and the 2-for-1-simulation substitution are recommended for proficiency.

Notes: 4. If required, a mixture of the live air-to-air and the 2-for-1-simulation substitution are recommended for proficiency.

Total TRs, AETC BMC (1/E) column. Note 12 (Added) also applies.

Notes:12. (Added-AETC) Live missions controlled at other units may be counted for up to 50 percent of annual training requirements.

Table 4.3. CRC/CRE Annual Positional Training Requirements (Battle Commander [BC]/Battle Staff Coordinator [BSC]/Operations Coordinator [OC]/MCC/SD/ASO/AST/DST/ ST/EPT).

	Positional Training
Active	36 hrs (Note 7)
ANG	36 hrs (Note 7)

NOTES:

1. All crewmembers are required to accomplish positional training as defined in AFI 13-1MCS Vol. 3.

2. Positional training is accomplished during the conduct of daily flying, exercises, STEs, or JSTEs. Units are given the discretion of employing available surveillance opportunities to meet practical TRs. Multi-qualified personnel will accomplish all duty positional TRs.

3. MCCs, SDs, ASOs and ASTs accomplish positional training while performing duties supervising their appropriate section IAW AFI 13-1MCS Vol. 3.

4. Air Force Advisors who are CMR/BMC qualified and assigned to ANG units accomplish ANG requirements.

5. MCE qualified personnel will conduct 36 positional hours annually.

6. Instructor/evaluator monitored missions may be credited for up to 25 percent of an instructor's TRs, provided the instructor/evaluator monitors the briefings, missions, and debriefings.

7. BC, MCCs, SDs, OCs, BSCs and NAF CMR personnel are required to accomplish 50 percent of the positional training hours.

8. BC, OC, BSC will perform Command Post duties IAW AFI 13-1MCS Volume 3.

Table 4.4. CRC/CRE Annual STE Frequency Requirements.

	CRC/CRE Active	**CRC/CRE ANG**
Category 1	12	4
Category 2	6 (Note 4)	2

NOTES:

1. Participation in a live exercise can be a substitute for STE requirements on a one-for-one basis.

2. Refer to AFI 13–1STP Volume 1 for "Category" definitions.

3. Units may credit excess Category 2 STEs toward their Category 1 STE requirements on a one-for-one basis.

4. CRCs may simulate an AOC for two CAT 2 STEs if the AOC is unavailable. However, connectivity must occur on all six CAT 2 with subordinate units.

5. Units may prorate STEs IAW paragraph A1.19, when the entire unit is deployed to a contingency more than 30 days.

Table 4.5. CRC/CRE TADIL Annual Training Requirements (MCC/SD//WD/AWO/ASO/AST/ DST/ICT/ST).

TADIL Event	CMR (Active/ANG)	BMC
TADIL-A	12/4	6
TADIL B/C, ATDL-1, NATO Link 1, JTIDS	12*/4*	6*

* Any combination

NOTES:

1. The MCC credits one TADIL event each time they perform the CMR/BMC duty position and a TADIL interface is functioning. The MCC should be involved in duty related tasks such as ensuring the crew is prepared to link, ensuring crew members perform link-related duties properly, providing adaptation parameters/data recording requirements (initial or changes) to the computer section, transmitting weapons status/air defense warnings, and understanding the roles and responsibilities of participants in the link.

2. The ASO/AST credits one TADIL event each time they perform in their CMR/BMC duty position and a TADIL interface is functioning. The ASO/AST should be involved in duty related tasks such as ensuring the surveillance section is prepared to operate within the link, entering/exiting/maintaining the link, ensuring a current air picture, designing/implementing/monitoring filters, directing the surveillance section during transition and coordinating with ASO/AST (or equivalent) at linked units.

3. The SD credits one TADIL event each time they perform in their CMR/BMC duty position and a TADIL interface is functioning. The SD should be involved in duty related tasks such as ensuring the weapons section is prepared to operate within the link, sending or resolving command messages, and coordinating with MCC (or equivalent) at linked units.

4. The WD/AWO/DST/ICT/ST credits one TADIL event each time they perform in their respective CMR/BMC duty position and a TADIL interface is functioning. The crew should be involved in duty related tasks such as preparing to link, entering/exiting/maintaining the link, ensuring current/accurate air situation data, designing/implementing/monitoring filters, and coordinating changes to frequencies/ crypto modes/ keys and the areas of responsibility.

5. Duty related tasks may be performed during either live or simulated training activity (such as an STE/ JSTE). Record academic and positional TRs on AF Form 4142.

6. NAF personnel will accomplish BMC requirements.

RONALD E. KEYS,   Lt General, USAF
DCS/Air and Space Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 13-1, *Theater Air Control System*, 11 May 1995

Public Law 104-13, *Paperwork Reduction Act of 1995*, 22 May 1995

AFI 11-214, *Aircrew, Weapons Director, and Terminal Attack Controller Procedures for Air Operations*

AFI 13-1Stan/Eval Vol 2, *Ground Command and Control Systems Standardization/Evaluation Program*

AFI 13-1MCS Vol 3, *Operating Procedures-Modular Control System*

AF Manual 37-139, *Records Disposition Schedule*

AFI 48-123, *Medical Examination and Standards*

AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*

Abbreviations and Acronyms

ABM—Air Battle Manager

ACC—Air Combat Command

AETC—Air Education and Training Command

AETACS—Airborne Elements of the Theater Air Control System

AFI—Air Force Instruction

AFSC—Air Force Specialty Code

AJ—Anti-Jamming

ANG—Air National Guard

ASO—Air Surveillance Officer

ASOS—Air Support Operations Squadron

AST—Air Surveillance Technician

AWO—Air Weapons Officer

BC—Battle Commander

BMC—Basic Mission Capable

BQ—Basic Qualified

BSC—Battle Staff Coordinator

CAF—Combat Air Forces

CMR—Combat Mission Ready

COMM JAM—Communications Jamming

CRC—Control and Reporting Center

CRE—Control and Reporting Element

CT—Continuation Training

DNIC—Duty Not Involving Controlling

DO—Director of Operations (Operations Officer)

DOC—Designed Operational Capability

DST—Data System Technician

EPT—Electronic Protection Technician

HQ—Headquarters

IAW—In Accordance With

ICT—Interface Control Technician

IQE—Initial Qualification Evaluation

IQT—Initial Qualification Training

JSTE—Joint System Training Exercise

MAJCOM—Major Command

MCC—Mission Crew Commander

MCS—Modular Control System

MQE—Mission Qualification Evaluation

MQF—Master Question File

MQT—Mission Qualification Training

NAF—Numbered Air Force

NBMC—Non-Basic Mission Capable

NCMR—Non-Combat Mission Ready

NLT—Not Later Than

OC—Operations Coordinator

OCR—Office of Collateral Responsibility

OG—Operations Group

OPR—Office of Primary Responsibility

OTO—Operations Training Officer

PACAF—Pacific Air Forces

PCS—Permanent Change of Station

RAP—Ready Aircrew Program

SD—Senior Director

ST—Surveillance Technician

STE—System Training Exercise

STP—System Training Program

TACS—Theater Air Control System

TADIL—Tactical Digital Information Link

TDY—Temporary Duty

TR—Training Requirements

TRS—Training Squadron

UQ—Unqualified

USAFE—United States Air Forces in Europe

UTA—Unit Training Assembly (ANG)

WD—Weapons Director

Terms

Academic Training—Training that results from self-study, group study, or classroom instruction.

Additional Extended Training Period—Training period for individuals who fail to progress after one extended training period.

Additional Training—Any training or action that must be completed following an evaluation. The completion will be documented on AF Form 4143, **Certificate of Qualification**. TRs to correct deficiencies identified by STAN/EVAL will be determined by the OTO, with the concurrence of the DO. This training must be accomplished within 30 days (2 UTAs).

Air Weapons Officer—A member holding the 13BX (Air Battle Manager) AFSC, with less than two years TIS who requires 18 to 24 months weapon control experience as a prerequisite to entering Senior Director (SD), Air Surveillance Officer (ASO).

Annual/Calendar Year—A period starting 1 October and continuing through 30 September.

Basic Mission Capable (BMC)—The status of an individual who is assigned to a unit which does not have a primary combat mission, but has successfully completed IQT, passed an initial evaluation, and is complying with CT requirements for a designated function. This individual would require MQT training by a combat ready unit before entry into combat.

Basic Qualified (BQ)—Individual is considered BQ upon successful completion of IQT and the initial evaluation.   Individual lacks the knowledge of Joint and Combined operations procedures to operate in a theater.   Individual does not require supervision by an instructor.

Certification—Designation of an individual by the organization commander as having completed required training and being capable of performing in an unit specific role/mission/job/etc for which no formal training program exist.

Certified/Certification—A formal indication of an individual's ability to perform a task to required

standards. Only used with non-CMR/BMC specific duty positions such as instructor, simulation position, etc.

Certification Official—A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Combat Mission Ready (CMR)—The status of an individual who successfully completes IQT and MQT, passes Initial and Mission Qualification Evaluations, complies with CT requirements, and is assigned to a unit with a primary combat mission.

Continuation Training (CT)—Academic and positional training required to maintain CMR/BMC qualification.

Currency—Currency is compliance with CT requirements and positional proficiency required by this directive.

Eligibility Period—The 3-month period prior to expiration date of the evaluation during which an individual must complete all written and positional requirements for the recurring qualification evaluation.

Evaluation—Verbal, written and positional methods used to determine individual proficiency to include positional evaluations and written evaluations as prescribed by governing directives.

Experienced—An experienced SD/WD is an individual who:
  Has been formally awarded a 13B3/4X/1C5X1D AFSC
  Has one year in the AFSC after award
  Performed as an MCS CMR/BMC SD/WD for a minimum of 6 months.
   Has at least 50 generic and 25 system specific live missions while performing in a CMR/BMC status. Generic missions are all CMR/BMC missions accomplished during a career regardless of system. Specific missions are those accomplished in the system to which a SD/WD is currently assigned.

Experienced surveillance officers/technicians:—An experienced ASO/AST/DST/EPT/ST is an individual who:
  Has been formally awarded a 13BXX/1C5X1 AFSC
  Has one year in the AFSC after award
  Have at least 50 hours performing surveillance duties in a CMR/BMC status, with 25 generic hours and 25 system specific hours
   Perform in that particular position, as CMR/BMC, for a period of 6 months.

Experienced Individuals in all other positions—(i.e., BC, MCC, OC, BSC, ICT, etc.) must perform in that particular duty position, as CMR/BMC, for a period of 6 months.

Extended Training Period—Training period designed for individuals who fail to progress into the next phase of training.

Initial Qualification Evaluation (IQE)—The first evaluation given to determine an individual's BQ qualification status. It will consist of a positional evaluation and a written examination.

Instructor—Experienced CMR/BMC qualified individual in operations positional duties certified to instruct other individuals. (For Instructor Certification, see **Chapter 3**.)

Initial Qualification Training (IQT)—Academic and positional training required to attain BQ status.

Mission Qualification Evaluation (MQE)—A written evaluation given after MQT to determine an

individual's CMR status.

Mission—Department of Defense definition: The task, together with the purpose, that clearly indicates the action to be taken and the reason therefore. In common usage, especially when applied to lower military units, a duty assigned to an individual or unit, a task. For the purpose of this AFI, a more detailed explanation of this term applies: A mission includes briefing, controlling and debriefing. Briefings should include training objectives. Controlling consists of taking radio <u>and</u> radar control of aircraft and accomplishing one or more types of mission, such as air-to-air, air refueling, air-to-surface, and active air defense scrambles. Debriefing should be with the pilots (and instructor where applicable). The brief/ debrief may be accomplished via telephone/radio; however, face-to-face briefs provide optimum training.

Mission Qualification Training (MQT)—Academic training requirements to attain CMR status. This will include all training requirements needed to train BQ personnel to execute the unit's DOC mission statement in accordance with joint/combined directives and procedures, e.g., OPLANS, SUPPLANS, etc.

Non Combat Mission Ready/Non Basic Mission Capable (NCMR/NBMC) (Noncurrent) —

Individual is considered NCMR/NBMC upon loss of currency, i.e., did not meet TRs are also considered Noncurrent upon the loss of currency, in the same manner as CMR/BMC personnel. Individuals must be supervised by an instructor.

Positional Training—Hands-on training resulting from performance of duties in assigned positions.

Prorating—This is the process of determining the TRs proportionately. This process is used when personnel are TDY, medical disqualified/DNIF, or on emergency leave for more than 30 days

Remedial Training—Training for individuals who fail a spot/recurring evaluation, or do not complete CT requirements. Once qualified, all personnel should meet all TRs, or otherwise be downgraded from CMR/BMC status to UQ.

Training Period—A specific amount of time to accomplish a prescribed phase of training.

Unit Training Assembly (UTA)—For the purpose of this instruction, a UTA is considered to be the 2-day period per month that ANG operations personnel spend on duty.

Unqualified—The status of an individual who:
   Has not completed IQT training requirements and successfully passed an IQE for BQ status, or
   Has failed a recurring or spot positional evaluation, or
   Has failed a re-examination
   Has failed to meet TRs

Weapons Director (WD)—Personnel with a duty AFSC 1C5X1D, with duties involving control of aircraft.

Attachment 1 (AETC)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AR—air refueling

BMIT—battle management instructor training

CRM—cockpit/crew resource management

TD—training development

WST—weapons simulation technician

WT—weapons technician

Attachment 2

IC 2002-1 TO AFI 13-1MCS VOLUME 1, MODULAR CONTROL SYSTEM-TRAINING

30 DECEMBER 2002
SUMMARY OF REVISIONS

This interim change (IC), 2002-1, clarifies the intent of the IQT and MQT training programs; instructs units to submit waiver requests in memorandum format; modifies the requirement to multi-qualify all Operations personnel; provides guidance for regression of individuals to Non Combat Mission Ready (NCMR) status and downgrading of individuals to unqualified (UQ). In addition, the IC provides guidance to accomplish remedial training and re-evaluations.

Approval authority is: F. Dr. James Roche, Secretary of the Air Force

Certified by: HQ USAF/XO (Lt Gen Ronald E. Keys)

OPR: HQ USAF/XOOY (CMSgt Reta Muasau)

1.2.1.2.1. IQT/MQT Program. MAJCOMs provide IQT and MQT training materials/guidance.

1.2.1.2.1.1.1. Approved MAJCOM syllabi lay out the complete requirements of IQT for each duty position. OTOs may use proficiency advancement as outlined in the syllabi to advance personnel through the blocks of training. (AETC excluded).

1.2.1.2.1.2. MQT prepares the individual to fill a MCS duty position in a specific theater. OTOs ensure trainees meet the minimum training requirements for MQT IAW paragraph **2.3.1.** As necessary, OTOs develop training materials to augment MAJCOM-provided training.

1.2.1.5. Unit commander may multi-qualify personnel who demonstrate the knowledge and proficiency skills required to maintain multiple MCS duty positions.

1.2.1.6. Air Battle Managers (ABMs) new to the career field require 18 to 24 months weapon control experience as an Air Weapons Office (AWO) prior to entering Senior Director (SD) or Air Surveillance Officer (ASO) IQT. These AWOs enter a unit level modified training program similar to the Weapons Director IQT, upon arrival at home station. The unit DO specifies weapon control and other training requirements during this lead-in training period of approximately two-years. The OTO will document

training requirements and completion/certification on AF Form 4141. These AWOs will complete lead-in training requirements, and obtain approximately two-years weapons control experience before entering formal SD or ASO IQT. Unit Commanders may enter the member into SD or ASO IQT prior to completing the two-year experience prerequisite.

1.2.1.6.1. ABMs with more than two years in the career field are entered into SD or ASO training per unit needs. Direct Reporting Units (DRUs) will specify their equivalent duty position in a unit supplement approved by MAJCOM. Weapons training is only required for SD.

1.2.3.1. This instruction establishes the minimum training requirements that unit commanders use to ensure operations personnel are adequately trained during IQT, MQT and CT. The OTO ensures the course of training established by the DO is completed. Assigned personnel will have varying backgrounds and different levels of experience and proficiency. Therefore, the unit OTO ensures the individual's training records/accomplishments are reviewed prior to entry into training and establishes an appropriate duty position based on individual background and experience. In this manner, the OTO ensures the unit training program is tailored to fit each trainee's needs.

1.2.3.4.3. An individual is upgraded after the start of the annual period. For example: The annual TR for a WD is 36 live and 72 simulation missions. Individuals are upgraded during March; their prorated share of the annual TRs would be 27 live and 54 simulation missions, accomplished during the period 1 April through 30 September. Proration of requirements will be recorded on AF Form 4141.

1.6.1. HQ ACC/DOY (ACC units), HQ PACAF/DOY (PACAF units), HQ AETC/DOF (AETC units), and HQ USAFE/DOY (USAFE units) will serve as the MAJCOM OPR with waiver authority for all waiver requests to this instruction. ANG units forward waiver requests to their gaining MAJCOM for action. File a copy of approved written waivers with this volume IAW AFI 33-360 Volume 1.

1.6.2. Unit commander submits all waiver requests through channels in electronic memorandum format noted in AFMan 33-326 (unless specified otherwise in MAJCOM) directive to the appropriate MAJCOM OPR. The waiver request must provide justification why the individual/unit cannot comply with AFI requirements.

2.2. IQT. The unit DO ensures the OTO enters operations personnel into IQT not later than (NLT) 20 calendar days (2 UTAs) after the member reports to the unit. Personnel who attend First Term Airman Center (FTAC) enter IQT the first duty day after completing the FTAC program. The commander must document exceptions in writing through channels to applicable parent OG for approval. ANG personnel awaiting assignment to a basic technical training course may enter IQT without a time limitation. Trainees in IQT will be under the supervision of an instructor.

2.2.3. Training Requirements. The unit DO and OTO will review the records of newly assigned personnel and ensure an appropriate course of training is established based on the individual's background and experience. The OTO records the review on AF Form 4141. The DO will ensure the OTO provides the appropriate amount of training in each academic and positional area. The OTO uses the MAJCOM syllabi to conduct IQT.

2.2.5. IQT Completion. Upon completion of last block IQT, the OTO enters the trainee in a formal review period to prepare for the Stan/Eval IQE. To accomplish this, the OTO administers a 100-questions IQT non-graded written test and a non-graded positional review. The test is composed of 85 questions drawn from the training materials and 15 unit local procedures questions. The test is correctable to 100 percent and the non-graded positional pre-evaluation requires instructor debriefing. The OTO will maintain two tests. The OTO administers the test NLT the 150th calendar day (14th UTA) of IQT. The OTO certifies on AF Form 4141 that the trainee has completed IQT and releases the trainee to Stan/Eval for the IQE IAW AFI 13–1STAN/EVAL Volume 2. Upon successful completion of IQE, individuals are designated BQ status. Individuals assigned to a unit without a combat mission are designated BMC and placed into CT.

2.2.5.1. NLT the 180th calendar day (16 UTAs) (150 days IQT time plus 30 days evaluation time), one of the following occurs:

2.2.5.1.1. The trainee completes IQT requirements, passes the Stan/Eval IQT completion test and successfully completes a Stan/Eval initial evaluation or

2.2.5.1.3. The trainee fails IQE and is referred to the unit commander who may grant a 30 calendar day (2 UTAs) extended training period, or take appropriate administrative action IAW AFI 36-2101.

2.2.5.2.1. The trainee completes the IQT requirements, is certified ready for IQE by the OTO and is turned over to Stan/Eval, or

2.2.5.3.1. The trainee completes the IQT requirements, is certified ready for IQE by the OTO, and is turned over to Stan/Eval, or

2.2.5.3.2. The trainee passes the IQE, or

2.2.5.3.3. The trainee does not complete the IQT requirements and is not certified ready for IQE by the OTO. The unit commander takes the appropriate administrative action IAW AFI 36-2101, or

2.2.5.3.4. The trainee fails the IQE and the unit commander takes administrative action IAW AFI 36-2101 or requests from MAJCOM, through the appropriate NAF, another 30 calendar day (2 UTAs) additional

extended training period. NAF may deny the request, but only MAJCOM may approve. Trainees continue to train while the request is being staffed.

2.2.5.4.1. The trainee is released to Stan/Eval and passes IQE, or

2.2.5.4.2. The trainee fails IQE and is referred to the unit commander for administrative action IAW AFI 36-2101.

2.2.6. MAJCOM approval is required for more than two extensions or two IQE per trainee.

2.3. MQT. Personnel who complete IQT achieving BQ status for their duty position immediately (next duty day or next UTA for ANG) enter MQT. Personnel who complete IQT at Field Training Unit (FTU) enter MQT NLT 20 days or 2 UTAs after signing into their unit. Individuals assigned to units without a combat mission do not enter MQT, but are assigned a BMC status and placed into CT. Annotate AF Form 4141 to show any removal from unit training for purposes of formal school attendance. An instructor supervises MQT training.

2.4.4. Unqualified (UQ). Unqualified is the status to which the Commander downgrades a formerly CMR/ BMC qualified individual for failure to maintain proficiency.

2.4.4.1. If the Commander decides not to place an individual into NCMR status, the individual will be downgraded to UQ. The Commander will direct downgrading of a CMR/BMC qualified individual to UQ status when the individual fails any positional evaluation, or fails to complete a recurring evaluation by the scheduled date, or fails to meet annual TRs (live and sim), or the Commander/DO determines an individual to be non-proficient. When an individual is downgraded to UQ, the Commander will do one of the following:

2.4.4.1.3. Upon successful completion of the remedial training, the OTO releases the individual to Stan/ Eval to complete the re-evaluation within 30 Days/(2 UTAS).

3.5. DELETED

3.5.1. DELETED

3.5.2. DELETED

Table 4.2. SD/AWO/WD/AETC Annual Training Requirements (Live).

NOTES:

1. Simulation requirements are double the TRs. This requirement is in addition to any sim used to substitute for live missions (ref note 4) (N/A 107 ACS and 325 ACS Instructors).

11. ANG 13Bs within the two-year weapons control experience period will accomplish SD mission requirements (N/A AETC gained units).

4.7.1. The unit commander submits a TDR to identify problems beyond the unit's ability to resolve that may prevent the unit, or individual(s), from satisfying academic or positional TRs. TDRs identify known or potential training problems to Higher Headquarters for information and management purposes. TDRs do not need MAJCOM approval and are resolved at the lowest level of command. .

4.7.3.7. Recommended solution to resolve the training deficiency.

Terms

Air Weapons Officer– A member holding the 13BX (Air Battle Manager) AFSC, with less than two years TIS who requires 18 to 24 months weapon control experience as a prerequisite to entering Senior Director (SD), Air Surveillance Officer (ASO).

Certified/Certification—A formal indication of an individual's ability to perform a task to required standards. Only used with non-CMR/BMC specific duty positions such as instructor, simulation position, etc.

Certification Official- a person whom the commander assigns to determine an individual's ability to perform a task to required standards.